

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-622

**OPEN PERIOD:**

11/23/2009 – 12/14/2009

**JOB TITLE:**

Materials Handler &  
Identifier

**PAY GRADE AND SERIES:**

WG-6912-07

**PAY RANGE:**

\$20.45 - \$23.85

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**
**PDCN #:** 70166000

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL  
GUARD MEMBERS/TECHNICIAN

Military grade of E-1 through E-6.

**Compatible Military Grade Assignment:** CMF 63, 89, 92.

**Key Requirements:**
**THIS IS A PERMANENT POSITION**

This job is located at a National Guard maintenance facility, warehouse, training site, supply or support type facility. The position serves as the hazardous material/hazardous waste specialist with a full range of examining and identifying duties for materials and equipment which are toxic, radioactive, hazardous, or explosive. Inspects, receives, sorts, counts, and classifies hazardous materials such as explosives, toxic chemicals, flammables, gas cylinders, radio active material, and hazardous waste. May be required to perform pre-receipt examination of property on site at the generation point and assures that the turn-in and shipping is in order, that the containers meet standards, are placarded and marked properly. As appropriate, performs or initiates required testing, e.g. radioactive surveys/wipe tests, prepares sample for submission to environmental laboratories for analysis.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training which demonstrates the ability to distinguish between closely related or similar items, ability to follow procedures, ability to sort materials by type, and skill in the use of hand tools.

**Materials Handler and Identifier WG-6912-07:** Must have 12 months of specialized experience in identifying and sorting a variety of complex materials and equipment; experience receiving materials and equipment, recording, and placing items in proper storage areas; experience preparing all items for shipment using appropriate agency instructions; experience in mathematical equations; experience interpreting and using Federal Supply Catalogs, military and manufacturing catalogs, and technical and agency manuals; experience using and operating forklifts and motor vehicles.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill in identifying, sorting, and judging the physical condition of a variety of complex material.
2. Knowledge of procedures for receiving material and placing them in storage.
3. Skill in preparing material for shipment, using tags, labels and appropriate containers.
4. Ability to use arithmetic, add – subtract, multiply, divide, etc.
5. Ability to read and interpret a variety of technical catalogs and manuals.

6. Ability to operate forklifts and vehicles.

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

[NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**